

City of Carlsbad

Carlsbad City Library Volunteer Information Packet

Mission: *The library provides community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.*

Vision: *The library is the destination for information, enjoyment of reading, lifelong learning and cultural enrichment for those who live, work and play in Carlsbad.*

How You Can Help:

We strive to match your interests, skills and schedule with Library programs that need your help. Ongoing volunteer opportunities are described on the following pages. Please review the opportunities and requirements.

How to Apply:

1. Attend a volunteer **orientation** to learn about our volunteer program.
2. **Interview** for a specific volunteer position. Openings are limited.
3. If placed, **training** date and schedule are assigned within about a month of the interview.

2009 Orientations are on the following Saturdays, 9:30 am-11:00 am:

Sept. 12 at Cole: Georgina Cole Library, 1250 Carlsbad Village Drive, Community Room

Oct. 17 at Dove: Carlsbad City Library, 1775 Dove Lane, Gowland Meeting Room

2010 Winter/Spring:

Jan. 16 (Cole)

Feb. 20 (Dove)

March 20 (Cole)

April 24 (Dove)

May 22 (Cole)

Aug/Sept/Oct

To be announced

Volunteer activities are for adults, with limited positions available for 16-17 year olds. Most ongoing volunteer positions require a set weekly 1-3 hour commitment for at least 6 months.

Orientations will cover opportunities at various Carlsbad City Library locations. Bring your completed application with you. To set up an interview, bring your appointment calendar. Interviews are scheduled when applicants have completed the orientation and are available for specific shift openings. To sign up for the orientation, call or email the Volunteer Coordinator several days in advance. Leave a message with your name, contact information, and date of the orientation you wish to attend.

Thank you for your interest in the Carlsbad City Library. See you at the orientation!

Amy Hoyt Bennett, Volunteer Coordinator (760) 434-2877 or email amy.bennett@carlsbadca.gov

Special note for 12-15 year old students: If you need 10-20 school community service hours, the Carlsbad City Library does not regularly have openings for this age group other than the Summer Reading Program (SRP). Contact the Children's desk directly for important details and deadlines for the SRP.

Additionally, we suggest contacting volunteer centers such as www.volunteermatch.org at least 2 months in advance of your deadline for a list of community events and volunteer opportunities for youth.

City of Carlsbad

Library Volunteer Opportunities

Circulation Shelf Readers

- Purpose: Keep our collection of books and other materials in correct order so the public can easily find them on the shelves.
- Skills: Detail-oriented
- Hours: Weekday schedule of 1-2 hour sessions, once or twice a week. A long term commitment of 70 hours or 6 months is required. High school students at least 16 years of age may apply.

Homebound Program

- Purpose: Select library materials and deliver them to homebound residents who cannot come to the library and greatly enjoy the visits and materials.
- Skills: Patience, conversational abilities and current driver's license.
- Hours: Choose your hours to talk with the homebound individual, select and deliver materials.

Homework Zone

- Purpose: Provide homework assistance and study skill direction to students in grades K-12.
- Skills needed: Patience, leadership ability, and basic computer skills. Interest in children and education with an understanding of math and science.
- Hours: Volunteers commit to two hours per week after-school (approx. 3-5pm or 4-6pm) for a full semester. High school students 16 years of age and older with a very strong academic interest and a teacher's recommendation may also apply.

Saturday Stories

- Purpose: Provide a half-hour animated story time for groups of preschool aged children.
- Skills: Teaching, dramatic arts or performing background is helpful. Energetic outgoing personality. Must be at least 18 years old and enjoy young children.
- Hours: Volunteers must commit to one Saturday story time per month for 6 months.

Library Learning Center: The Learning Center offers both **bilingual services** and **literacy services**.

Bilingual services provides books, audiobooks, videos, DVDs, music, magazines, newspapers and brochures in English and Spanish, and offers bilingual programs for adults and children, as well as free Spanish language basic computer classes. If interested in helping school-aged children, consider volunteering with the Homework Zone (see below). Adults and youth entering their junior or senior year in high school may apply. Being bilingual in English and Spanish is helpful, but not required.

Literacy services (formerly the Adult Learning Program) offers free tutoring by volunteer tutors to help English speaking adults learn to read and write better. If you are interested in becoming a literacy tutor contact literacy services directly at (760) 931-4510.

Additional Information: Background checks are required for certain volunteer positions. Other volunteer opportunities may be available, such as clerical assistants, history room volunteers, display assistants who help with assembly and straightening displays, etc. Contact Volunteer Services for details.

For programs below use the contact information listed rather than contacting Volunteer Services:

- Summer Reading Program (SRP): The objective of this program is to encourage children to read. Teenage volunteers (7th grade and up) volunteer to listen to children's oral book reports. The application period is in early May. Contact the Children's desk for the SRP application. Dove Library (760) 602-2047, Cole Library (760) 434-2897, Library Learning Center (760) 931-4500.
- Magazine/Book Sales: contact "The Friends of the Library" at (760) 602-2020.
- Literacy services: This service offers free literacy tutoring in reading and writing for English-speaking adults. Both traditional and computer based literacy skills are taught. Adult volunteer tutors work on a one-to-one basis with adult learners, meeting twice a week, 1 ½ hours per session. Tutor training is provided. Volunteer qualifications include patience, adaptability, empathy and ability to commit to a weekly schedule. Adult volunteers are also needed once a week for a program to tutor high school students with challenges. Call (760) 931-4510.

Please bring this application with you to a library volunteer orientation or, if requested, return it to
Amy Bennett, Volunteer Coordinator, Georgina Cole Library, 1250 Carlsbad Village Dr. Carlsbad, CA 92008
Fax (760) 434-9975 Phone: (760) 434-2877 email: amy.bennett@carlsbadca.gov

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City of Carlsbad

Carlsbad City Library Volunteer Application

Please print clearly in black or dark blue **ink**. **Do not use pencil.**

Applicants under 18 years of age should fill out the forms and sign up for the orientation.

Parent/guardian should review and sign as needed.

Office use only:

V/O: _____

Int/CSQ: _____

Ref: _____

LS ap/HR: _____

Clr date: _____

Plcmt: _____

Contact V&S: _____

Name: _____ Age (if under 18 years): ____ Date: _____
(First Name) (Middle Initial) (Last Name)

Email: (Print large / legibly): _____

Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____

Address: _____

City/Zip: _____

Date of Volunteer Orientation you wish to attend: _____

Emergency Contact Name: _____ Phone: (____) _____

Education and relevant training workshops or seminars:

	School	Training
High School		
College		
Graduate		
Other		

Employment Experience – List most recent employment:

Company and Phone #	Employment Dates	Job Title & Duties

Reference Name (not a relative): _____ Phone Number: (____) _____

Indicate your location preference for regular volunteer assignment. (Check all that apply)

Dove Lane _____ Cole _____ Learning Center _____

(The Library Learning Center, 3368 Eureka Place, is the new home for the services formerly housed at Centro de Información and the Adult Learning Program.)

Availability – Please indicate the days and times you are available for the next 6 months.

(For students with other commitments, please research your availability before applying.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Other schedule notes: _____

Continued

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Where did you learn about becoming a City volunteer? _____

Do you have prior volunteer experience(s) or specialized training? ☐ Yes ☐ No

If yes, please describe: _____

What would you like to get out of your volunteer experience? _____

Do you require any special accommodations to serve as a volunteer? ☐ Yes ☐ No

If yes, please describe: _____

Are you required to complete community service hours? If yes, how many hours are needed? _____

Is this a school requirement? ☐ Yes ☐ No Is this court-required service? ☐ Yes ☐ No

Completion Due Date: _____ (Note: The City of Carlsbad provides the opportunity to apply to volunteer for court-ordered service hours for those who have misdemeanor convictions only.)

Have you ever been convicted of a crime(s)? (omit any crime that resulted in pre/post trial diversion, was expunged, sealed or eradicated, or misdemeanor where probation has been completed and case dismissed) ☐ Yes ☐ No If Yes, date of conviction(s): _____

Please describe: _____

(Note: No volunteer applicant will be denied a volunteer position solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding facts and circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Skills / Abilities – Please indicate those items in which you are skilled or experienced:

- | | | |
|---|--|--|
| <input type="checkbox"/> Ability to speak foreign language Please list: _____ | <input type="checkbox"/> Dramatic Arts | <input type="checkbox"/> Science |
| <input type="checkbox"/> Clerical/word processing | <input type="checkbox"/> Working with children | <input type="checkbox"/> Teaching or Training |
| <input type="checkbox"/> Computer Skills: Mac <input type="checkbox"/> or PC <input type="checkbox"/> | <input type="checkbox"/> Working with seniors | Youth <input type="checkbox"/> Adults <input type="checkbox"/> |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Gardening | <input type="checkbox"/> Tutoring/Study skills |
| <input type="checkbox"/> Customer service/phone skills | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Writing skills |
| <input type="checkbox"/> Data entry/spreadsheets | <input type="checkbox"/> Special Events | <input type="checkbox"/> Story Telling |
| <input type="checkbox"/> Displays/bulletin boards | <input type="checkbox"/> Library experience | <input type="checkbox"/> Special skills or talents: _____ |
| | <input type="checkbox"/> Lifting & Carrying | |
| | <input type="checkbox"/> Math | |
| | <input type="checkbox"/> Photography | |
| | <input type="checkbox"/> Public speaking | |

Interests – Please check the areas that interest you:

- | | |
|--|--|
| <input type="checkbox"/> Computer Lab Assistants | <input type="checkbox"/> Saturday Stories |
| <input type="checkbox"/> History Room | <input type="checkbox"/> Shelf Reading |
| <input type="checkbox"/> Homebound Program | <input type="checkbox"/> Volunteer Proctor |
| <input type="checkbox"/> Homework Zone | <input type="checkbox"/> Other: _____ |

The above information will only be used for volunteer application purposes only. I understand that as a volunteer I will not be paid for my services. I further understand that my references may be checked and I may be asked to complete one or all of the following: fingerprinting, photographing, or criminal background check.

Signature: _____ Date: _____

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VOLUNTEER SERVICES AGREEMENT AND RELEASE

Confidentiality Agreement

I respect the confidentiality of City information and will discuss or give official information only as directed by a supervisor. No confidential information will be provided to the public except within the guidelines of the City.

Photo Release

I give the City of Carlsbad, free of any compensation, unlimited permission to use, publish, and republish, in any media now in existence or that may later be developed, for any lawful purpose as it may determine, information and reproductions of my likeness and my voice related to any aspect of my volunteer service for the City. I hereby waive my right to first review the use of my likeness or voice before any use or publication.

Volunteer Handbook

I acknowledge that I have received the City of Carlsbad Volunteer Handbook. I further understand that, by signing this statement, I have read or will read the Volunteer Handbook and that I understand its contents, or will discuss all questions that I have with my supervisor or the Community Volunteer Coordinator on the first day of my volunteer service. I also realize that this statement will become a permanent part of my volunteer personnel file.

Reference Verification and Background Checks

I authorize reference and employment verification as necessary for specific positions that I have volunteered to perform. I authorize fingerprinting, photographing and criminal background checks and Department of Motor Vehicles checks as necessary for specific positions that I have volunteered to perform. On behalf of myself, my heirs and representatives, I hereby release the City of Carlsbad, its elected officials, employees and agents from all liability for any damages that may result from my reference verification and background check(s). The background check policy is available upon request.

Permission to Seek Medical Treatment

In the event of an emergency, I hereby give the City of Carlsbad permission to seek medical attention for myself or my child, if volunteer applicant is less than 18 years of age.

Insurance Information and Release

I understand that there are some risks and that I may be injured in the course of performing these volunteer activities or services for the City. I understand that the City's policy is to cover volunteers as "employees" of the City for sole purpose of California Workers' Compensation benefits. I also understand that under Workers' Compensation laws, Workers' Compensation benefits will be the sole and exclusive remedy in the event I am injured while performing these volunteer activities and services. I further understand and agree that I will only be entitled to medical expenses under the City's Workers' Compensation. I will not be entitled to any other Workers' Compensation benefits which may include, but are not limited to, permanent or temporary loss of use damages, replacement income or vocational rehabilitation benefits. With the exception of Workers' Compensation benefits as set out above, I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Carlsbad or any of its agents, officers, employees or other volunteers, for injury or damage resulting from negligence, howsoever caused, by any employee, agent, officer or volunteer of the City of Carlsbad as a result of my participation in this volunteer activity or service. In addition, I hereby release and discharge the City of Carlsbad, its agents, officers, employees and other volunteers from all actions, claims and demands that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage resulting from my participation in these volunteer activities or services.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A PARTIAL RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF CARLSBAD AND SIGN IT ON MY OWN FREE WILL.

Name (please print)	First	Middle Initial	Last	Age if under 18 years old	Date
Signature					
Signature of parent or guardian if volunteer is under 18 years of age					Date
Address (Street/City/Zip)					
Phone			Email address		
EMERGENCY CONTACT NAME			EMERGENCY CONTACT PHONE		

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